

**CONFIDENTIAL****Office Memorandum • UNITED STATES GOVERNMENT**

TO : Assistant Director, ORE

FROM : Chief of Inspection and Security

SUBJECT: Security Measures Concerning Presentations  
and Interrogations.

DATE: SEP 30 1949

1. It is considered essential that presentations and interrogations be conducted with an ever present emphasis on security. It is believed that security measures concerning presentations and interrogations can be improved and the purpose of this memorandum is to bring to your attention certain recommendations which if followed should result in greater security and not in any way hamper the free flow of information.

2. In the opinion of this office there is a tendency, because of the familiarity of the audience with these meetings, to overlook the security premises on which the speaker bases his talk and discussion. The speaker is told he is addressing an audience cleared for TOP SECRET and it is desired that he speak spontaneously and informally concerning those matters of intelligence interest on which he has first hand information.

3. It is desired that the attachment be suitably reproduced and at each presentation or interrogation a copy be given to each member of the audience. This distribution should be made prior to the commencement of the meeting, and preferably at the time the individual is checked into the meeting.

4. In addition, and in order to assure the speaker of the security classification of the audience and at the same time to remind the audience of their responsibilities the following statement should be read by the moderator as prefatory remarks before the presentation or interrogation.

"This meeting may include matters of TOP SECRET security classification. The audience will treat the entire talk, including the question period, as being within those security measures appropriate to highly classified information. Written security instructions governing this meeting have been furnished each of you for your guidance."

5. It is understood that the speakers are briefed before the presentation or interrogation is conducted. In this briefing it is suggested the following points be covered.

a. The speaker be informed that the audience is not confined to CIA but that representatives are present from the other intelligence organizations.

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b. Also that the audience will be in large part composed of analysts and researchers who for security reasons are not familiar with overseas operational details.

c. The speaker be requested, if he has some knowledge of CIA's overseas personnel and operations, not to disclose specifics concerning this knowledge during his talk.

6. It is understood that some branches of ORE have made the practice of designating two or three of their employees to act as moderators, particularly, with respect to interrogations. It is believed a skillful moderator can deflect those questions which might be questionable from a security viewpoint. However, to develop skill the moderator should receive as much practice as possible and it is suggested that ORE as a policy might develop within each branch two or three people who will act, in a sense, as professional moderators.

7. It was learned that presently two copies are being made of the transcripts of presentations. The original copy is retained by the Chief, Presentation Staff and the other copy is forwarded to the Branch of primary interest. This latter copy, it is understood, is generally retained in the files of the branch. The original transcript is only on rare occasions referred to. It is recommended, as an additional security precaution, that only one copy of these transcripts be made and this copy after being circulated as a TOP SECRET document to the branch of interest be returned for permanent filing in the Presentation Staff.

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Attachment:

Signed Original  
Security Warning.

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